



## ***DIGITAL ENCRYPTION INSTRUCTIONS FOR MICROSOFT OUTLOOK 2007***



### **INSTRUCTIONS ON HOW TO DIGITALLY ENCRYPT E\_MAIL**

- ◇ **To send digitally signed and encrypted emails:**
- ◇ **First you must publish your certificate to the GAL.**
- ◇ **Launch Outlook.**
- ◇ **Go to “Tools” → Trust Center → E-mail Security Tab**
- ◇ **Under the heading “Encrypted Email” Make sure the box is checked beside the phrase “Add digital signature to outgoing message.” If you check one of the other options, all of your email will go out with a digital signature and/or encrypted.**
- ◇ **Under the heading “Digital IDs (Certificates)” Click “Publish to Gal”**
- ◇ **Click Okay if a pop-up box appears.**
- ◇ **Enter your Pin Number.**
- ◇ **Click OK**



# ***DIGITAL ENCRYPTION INSTRUCTIONS***



## **To send a digitally signed and/or encrypted email:**

- ◇ **Type the new email as normal.**
- ◇ **Before sending:**
- ◇ **In the new email window Click the Office Button → Properties → Security tab.**
- ◇ **Click “Encrypt Message Contents and Attachments” Check Box.**
- ◇ **Click “Add Digital Signature to this Message” Check Box.**
- ◇ **Click “Apply”**
- ◇ **Click “Okay”**
- ◇ **Click “Send”**

